

[The following template has been created for schools/childcare facilities to notify a staff member or parent of an attendee who has been exposed to another staff or attendee who is suspected to have COVID-19 or has tested positive for COVID-19. Exposure is defined as being within 6 feet of the sick person for more than 10 minutes while the person was infectious (beginning 48 hours prior to symptom onset or the test date (if asymptomatic).]

[DATE]

Dear Parents and Caregivers:

We have learned that you/your child may have been exposed to a person with COVID-19 while at [FACILITY NAME] on or around [DATE].

We understand that this news may cause you concern. [FACILITY NAME] is committed to implementing measures to protect attendees and staff from exposure to COVID-19 and to make sure you have all the information you need to make informed decisions about your health.

What is it?

COVID-19 is a respiratory illness caused by a virus not previously known in humans. People with COVID-19 can have a range of symptoms from a mild cold-illness to severe pneumonia. **Symptoms of COVID-19 include fever (>100.4°F), cough, shortness of breath, difficulty breathing, chills, sore throat, headache, muscle/body aches, runny nose or congestion, vomiting, diarrhea, and/or a new loss of taste or smell.**

How is it spread?

COVID-19 spreads most commonly in the same way as the common cold or flu — through respiratory droplets that are produced when someone coughs or sneezes. Routine disinfectants can be used to clean surfaces that might have the virus that causes COVID-19, SARS-CoV-2, effectively.

Am I at risk?

COVID-19 is widespread across our community. You are most at risk for infection if you have been in close contact (within 6 feet for longer than 15 minutes) with someone who has the infection. According to CDC, risk for severe illness (such as hospitalization) from COVID-19 increases with age and is higher for those who are immune-suppressed or have underlying health conditions such as heart, kidney or lung disease, obesity, or diabetes.

What do I do next? Can I get tested for COVID-19?

Monitor your symptoms and those of anyone who lives in your home. It takes between 2-14 days for symptoms to show, but you may be contagious before then. You may be contagious even if you never get symptoms.

Regardless of how you feel, it is important that you continue to monitor yourself for symptoms consistent with COVID-19. Continue to wear a facemask and wash your hands frequently.

Staff: If you develop any symptoms, please let your supervisor know and do not come to work.

Families: If you develop any symptoms, please let us know and do not come to school/childcare.

See your healthcare provider and/or get tested with a PCR test (nose swab or spit sample). This test determines if you are infected with the virus that causes COVID-19. If you are not sure where to go to be tested, please call 2-1-1 for more information.

[FACILITY NAME] is following all recommendations from the Pima County Health Department to slow COVID-19 from spreading in our school. This includes reminding staff to stay home when they are sick and

[<ADD WHAT YOUR FACILITY IS DOING such as frequent cleaning, enforcing facemasks, etc.>]

If you have additional questions or concerns, we ask that you contact [NAME AND CONTACT EMAIL AND PHONE NUMBER] for more information. Additional information on COVID-19 can be found at pima.gov/cov.

Thank you for your understanding and cooperation during this challenging time.

Sincerely,

[NAME]

[TITLE]